



ALAMEDA COUNTY  
CONGESTION MANAGEMENT AGENCY

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January 31, 2006

**REQUEST FOR PROPOSALS**  
**PLANNING AND PRELIMINARY ENGINEERING SERVICES**  
**FOR THE**  
**I-680/I-880 CROSS CONNECTOR PROJECT**  
**IN**  
**ALAMEDA COUNTY**

Dear Consultant:

The Alameda County Congestion Management Agency (ACCMA) is currently seeking to retain a qualified consultant firm to perform planning and preliminary engineering services as necessary to prepare and secure approval for a Project Study Report (PSR) for the I-680/I-880 Cross Connector project. The PSR will be prepared in accordance with current Caltrans policies and procedures.

The Request for Proposals (RFP) is available on the ACCMA website and includes a description of the project, the current project status, the requirements of the proposal, and an outline of the criteria that will be used to evaluate the proposals. **A pre-proposal meeting will be held on Wednesday, February 22, 2006 at 1:00 pm in the ACCMA offices located at 1333 Broadway, Suite 220, Oakland, CA 94612.**

To be considered, ten (10) copies of the proposal must be received at the ACCMA offices **no later than 3:00 p.m. on Thursday, March 16, 2006**. Faxed or e-mailed proposals will not be accepted. Interviews, if necessary, are tentatively scheduled for the week of April 3-7, 2006.

We look forward to receiving a proposal from your firm. If you have any questions regarding this project, please call me at (510) 836-2560.

Sincerely,

*Original signed by*

Matt Todd, P.E.  
Project Manager

**REQUEST FOR PROPOSALS**  
**For**  
**Planning and Preliminary Engineering Services**  
**for**  
**I-680/I-880 Cross Connector Project**  
**in Alameda County**

**RFP A06-004**

*Issued by:*

Alameda County Congestion Management Agency

*January 31, 2006*

**RESPONSES DUE:**

**3:00 PM (PST), Thursday, March 16, 2006**

Alameda County Congestion Management Agency  
1333 Broadway, Suite 220  
Oakland, CA 94612

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**for**  
**Planning and Preliminary Engineering Services for**  
**I-680/I-880 Cross Connector Project**  
**in Alameda County**

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## **1.0 INTRODUCTION**

The Alameda County Congestion Management Agency (ACCMA) is responsible for planning, programming, and coordinating Federal, State, and Regional funds for transportation projects within Alameda County. In addition to the programming duties, the ACCMA acts as project sponsor for certain projects, or phases of projects in Alameda County. This is the case for the I-680/I-880 Cross Connector Project in Alameda County. The ACCMA intends to retain a qualified professional team of consultants to perform planning and preliminary engineering services leading to the preparation and approval of a Project Study Report (PSR) in accordance with current Caltrans policies and procedures.

## **2.0 IMPLEMENTATION OF THE I-680/I-880 CROSS CONNECTOR PROJECT**

### **2.1 Background**

The I-680/I-880 Cross Connector Project was included in the 2000 Measure B Expenditure Plan with a commitment of Measure B funding. The Alameda County Transportation Improvement Authority (ACTIA) funded a study jointly with the Santa Clara County Valley Transportation Authority (VTA) which identified six corridors with the potential to serve as a cross connection between I-680 and I-880. The study included three corridors in Alameda County and three in Santa Clara. A copy of the *I-680 / I-880 Cross Connector Study – Final Report* dated May 2005 is included as Attachment B to this Request for Proposals (RFP). The ACCMA will be the project sponsor for the next phase of project development for alternatives along Corridor B in Alameda County as described in Attachment B. For the purposes of this RFP, it is envisioned that two alternatives, in addition to a no build alternative, will be studied further in a PSR prepared in accordance with current Caltrans policies and procedures.

### **2.2 Project Description**

The project involves developing a cross connector between I-680 and I-880 in southern Alameda County along a corridor consisting of Fremont Boulevard and Grimmer Boulevard (see Attachment B). The project is currently in an early project development phase. The ACCMA would like to build upon recent efforts to prepare the *I-680 / I-880 Cross Connector Study – Final Report* dated May 2005 (see Attachment B) in order to complete the PSR stage of project development.

## **2.3 Project Schedule**

The ACCMA desires to adhere to the milestone schedule shown below for the consultant contract to develop the PSR. The schedule is intended to include adequate times for review and comments by the appropriate participating agencies.

Notice to Proceed	April 30, 2006
Draft Project Study Report	October 31, 2006
Draft Final Project Study Report	February 28, 2007
Final Project Study Report	April 30, 2007

## **3.0 SERVICES TO BE PROVIDED / SCOPE OF WORK**

The ACCMA intends to retain a qualified professional engineering firm/team to provide the necessary planning and preliminary engineering services to prepare and secure approval for a Project Study Report for the I-680/I-880 Cross Connector Project in Alameda County. The scope of work includes, but may not be limited to, all work necessary to prepare a PSR in accordance with current Caltrans policies and procedures. The Final Project Study Report will require Caltrans approval. The successful firm shall demonstrate competency in all fields of expertise required by this Request for Proposals.

ACCMA currently intends to waive its rights, as a governmental entity, to be exempted from local planning and permitting requirements. Therefore, it is anticipated that the project will require approval from the City of Fremont, where portions of the alternatives studied will most likely be located. All project services and deliverables must adhere to current City of Fremont standards for the portions within Fremont's jurisdiction and to Caltrans requirements for the portions within the State right of way. These requirements include adherence to all applicable City and State design standards, regulations, policies and procedures at the time of project advertisement. All work must be performed and work products prepared in a format and manner customarily anticipated by the appropriate approving agency.

### **3.1 Project Study Report (PSR)**

Preparation of the PSR shall commence immediately following receipt of a Notice to Proceed from the ACCMA. The selected consultant/team shall be responsible for all work necessary to prepare a PSR, and shall comply with applicable City of Fremont and Caltrans standards. The selected consultant/team shall have a Quality Assurance/Quality Control (QA/QC) plan in effect at the time of the Notice to Proceed.

#### **3.1.1 Project Management**

This task shall include coordinating with the ACCMA project manager and staff on a day-to-day basis; preparing agendas and records of meetings for monthly project team meetings; preparing and maintaining a project schedule for the preparation of

the PSR which shows significant milestones/tasks and indicates the relationships between milestones/tasks; preparing presentations and/or handouts for various meetings; and other general project management activities. Preparing monthly invoices and corresponding progress reports will be considered included in the consultant's overhead rates.

***Deliverables***

1. Copies of presentations and/or handouts in hard copy and electronic formats.
2. Meeting agendas and records of meetings.
3. Monthly progress reports w/earned value analysis on a quarterly basis.
4. Project Schedule in MS-Project format.

**3.1.2 Project Mapping for PSR**

This task involves preparing the base and topographical mapping suitable for a PSR prepared in accordance with current Caltrans standards, policies and procedures. This task shall include all work necessary to prepare said mapping in electronic and hard copy formats.

***Deliverables***

1. Electronic file for mapping in accordance with current Caltrans standards.
2. Hard copy plotted from the electronic file mentioned above with a description of the specific steps required to produce the hard copy from the electronic version.

**3.1.3 Draft Project Study Report**

This task involves preparing a Draft PSR, and circulating to participating agencies and other interested parties for review and comment. This task shall include all work necessary to prepare the Draft PSR.

***Deliverables***

1. 30 hard copies of a Draft PSR prepared in accordance with current Caltrans standards.
2. Five (5) hard copies of calculations, reports, studies and other documentation prepared to support the information presented in the Draft PSR.
3. A copy of all original electronic files needed to create printed copies of the Draft PSR and the associated reports and/or studies.
4. QA/QC documentation.

**3.1.4 Draft Final Project Study Report**

This task involves preparing a Draft Final PSR based on comments received as a result of the circulation of the Draft PSR. The Draft Final PSR will be circulated to participating agencies and other interested parties for review and comment. This task

shall include all work necessary to prepare the Draft Final PSR including, but not limited to, logging and indexing all comments received as a result of the circulation of the Draft PSR and preparing a written response to each comment.

***Deliverables***

1. Five (5) printed copies of all comments received as a result of the circulation of the Draft PSR (with indexing).
2. Five (5) printed copies of the written responses to all of the comments received as a result of the circulation of the Draft PSR indexed so the responses can be cross referenced to the comments.
3. 30 hard copies of a Draft Final PSR prepared in accordance with current Caltrans standards
4. Five (5) hard copies of calculations, reports, studies and other documentation prepared to support the information presented in the Draft Final PSR.
5. A copy of all original electronic files needed to create printed copies of the Draft Final PSR and the associated reports and/or studies.
6. QA/QC documentation.

**3.1.5 Final Project Study Report**

This task involves preparing a Final PSR based on comments received as a result of the circulation of the Draft Final PSR. This task shall include all work necessary to prepare the Final PSR including, but not limited to, logging and indexing all comments received as a result of the circulation of the Draft PSR and preparing a written response to each comment.

***Deliverables***

1. Five (5) printed copies of all comments received as a result of the circulation of the Draft Final PSR (with indexing).
2. Five (5) printed copies of the written responses to all of the comments received as a result of the circulation of the Draft Final PSR indexed so the responses can be cross referenced to the comments.
3. 30 hard copies of the Final PSR prepared in accordance with current Caltrans standards
4. Five (5) hard copies of calculations, reports, studies and other documentation prepared to support the information presented in the Final PSR.
5. A copy of all original electronic files needed to create printed copies of the Final PSR and the associated reports and/or studies.
6. QA/QC documentation.

### **3.1.6 Additional Services**

The ACCMA may wish to authorize additional services during the course of preliminary engineering to be provided on a task order basis. When this occurs, the ACCMA and the Consultant will agree on a scope of work for the additional services, including deliverables, and any adjustment(s) to the contract scope, schedule and/or compensation due to the consultant. The Consultant shall not proceed with any additional services until receipt of a written Notice to Proceed for the amended scope from the ACCMA.

#### ***Deliverables***

1. As defined in task orders to be negotiated.

## **4.0 PROPOSAL SUBMITTAL REQUIREMENTS**

Please prepare your proposal in accordance with the following requirements.

### **4.1 Proposal**

The proposal (excluding resumes and the transmittal letter) shall be concise and contain only information pertinent to this project. It shall not exceed a total of the equivalent of 25 single-sided, 8.5" x 11" pages. Font size shall be at least 12 point. Resumes should be included in an appendix. The consultant is advised to review the selection criteria given in Section 5.0 of this RFP.

### **4.2 Transmittal Letter**

The proposal shall be transmitted with a one or two page cover letter describing the firm/team's interest and commitment to the proposed project. The letter shall state that the proposal shall be valid for a 90-day period and should include the name, title, address and telephone number of the individual to whom correspondence and other contacts should be directed during the consultant selection process. It shall also state any specific objections to any terms of the sample ACCMA contract (see Attachment A). The person authorized by the firm/team to negotiate a contract with ACCMA shall sign the cover letter.

Address the cover letter as follows:

Matt Todd, P.E.  
Senior Transportation Engineer  
Alameda County Congestion Management Agency  
1333 Broadway, Suite 220  
Oakland, CA 94612

### **4.3 Project Understanding**

This section should clearly convey a clear understanding of the nature of the work, including coordination with and approvals from ACCMA, the City of Fremont, Caltrans and any other affected agency.

### **4.4 Approach and Management Plan**

This section should provide the firm's/team's proposed approach and management plan for providing the requested services. Include an organization chart showing the proposed relationships among consultant staff and ACCMA staff, as well as any other parties that may have a significant role in the delivery of this project.

### **4.5 Qualifications and Experience**

The proposal should provide the qualifications and experience of the consultant team that will be available for this project. Please emphasize the specific qualifications and experience from projects similar to this project for the key team members. Key team members are expected to be committed for the duration of the project. Replacement of any key team member will not be permitted without prior consultation with, and approval of, the ACCMA.

### **4.6 Staffing Plan**

The proposal should provide a staffing plan (by quarter) and an estimate of the **total hours** (detailed by position) required to complete the scope of work included in each of the tasks listed in Section 3 above, as well as a summary of the hours by tasks and the overall project. Discuss the workload, both current and anticipated, for all key team members, and their capacity to perform the requested services according to your proposed schedule. Discuss the firm/team's approach for completing the services required for this project within budget, and to meet the completion deadlines.

### **4.7 Work Plan and Schedule**

This section should include a description of how each task of the project will be conducted, identification of deliverables for each task and subtask, as well as an implementation schedule. The work plan should include sufficient detail to demonstrate a clear understanding of the project. Discuss the firm/team's approach for completing the project (as well as providing other design support services that may be requested for this project).

The schedule or schedules should support the preliminary schedule discussed in Section 2.3 above.

### **4.8 Additional Relevant Information**

Provide additional relevant information that may be helpful in the selection process (not to exceed the equivalent of 2 single-sided pages).

## 4.9 References

For each key team member, provide at least three references (names and current phone numbers) from recent work (previous three years) similar or relevant to this project. Include a brief description of each project associated with the reference, and the role of the respective team member.

## 4.10 Submittal of Proposals

Ten (10) copies of your proposal are due at the ACCMA offices no later than the time and date specified in Section 6.0, below. Envelopes or packages containing the proposals should be clearly marked, “**I-680/I-880 Cross Connector Proposals Enclosed**”.

## 5.0 SELECTION OF CONSULTANT

The overall process will be to evaluate the technical components of all the proposals completely and independently. The proposals will be evaluated based on the following criteria:

1. Qualifications and specific experience of key team members.
2. Project understanding and approach, including an understanding of the ACCMA, and other applicable agency review, approval and coordination processes.
3. Experience with similar types of projects.
4. Satisfaction of previous clients.
5. Schedule and capacity to provide qualified personnel.
6. Ability to manage budget and complete project in a cost effective manner.

Two or more of the firms/teams may be invited for interviews. The project manager and key team members should attend the interview. The evaluation/interview panel may include representatives from ACCMA, and other agencies, but the specific composition of the panel will not be revealed prior to the interviews. Costs for travel expenses and proposal preparation shall be borne by the consultants.

Once the top firm/team has been determined, ACCMA staff will start contract negotiations with firm/team. If contract negotiations are not successful, the second ranked firm/team may be asked to negotiate a contract with ACCMA, and so on. Provided negotiations are proceeding well, ACCMA may elect to initiate a portion of the work scope with a Notice to Proceed (NTP), prior to execution of the contract.

## 6.0 SELECTION PROCESS SCHEDULE

<i>Date</i>	<i>Time</i>	<i>Activity</i>
<b>February 22, 2006</b>	1:00 PM	Pre-proposal meeting at ACCMA.
<b>March 16, 2006</b>	3:00 PM	Proposals due at:

Alameda County Congestion Management Agency  
1333 Broadway, Suite 220  
Oakland, CA 94612

***Late submittals will not be accepted. Faxed or E-mailed submittals will not be accepted.***

**April 5, 2006**      9:00 AM – 4:00 PM      Tentative date for consultant selection interviews.

If you have any questions regarding this RFP, please contact:

Matt Todd, P.E.  
Senior Transportation Engineer, ACCMA  
Phone (510) 836-2560  
Fax (510) 836-2185  
mtodd@accma.ca.gov

## **7.0 GENERAL CONDITIONS**

### **A. Limitations**

This RFP does not commit the ACCMA to award a contract or to pay any costs incurred in the preparation of a proposal in response to this RFP.

### **B. Rejection of Proposals**

The ACCMA reserves the right to reject any or all proposals.

### **C. Award**

All finalists may be required to participate in negotiations and to submit such price; technical or other revisions of their proposals as may result from negotiations. Accordingly, each initial proposal should be submitted on the most favorable terms from a price and technical viewpoint.

### **D. Work Scope Modifications**

The ACCMA reserves the right to request changes to the staffing, team makeup and/or scope of services contained in any of the proposals and to enter into negotiations with any of the proposing firms regarding their submittal.

### **E. Contract**

A sample contract is shown in Attachment A. It is expected that the terms of the contract will be acceptable to the consultant.

### **F. Non - Discrimination**

Contractors shall not discriminate on the basis of race, color, national origin, sex, or physical

disability in the performance of ACCMA contracts.

#### **G. SBE and LBE Requirements**

ACCMA has adopted a Small Business Enterprise (SBE) Policy, pursuant to which the ACCMA encourages all prime contractors to utilize qualified SBE subcontractors on ACCMA projects, ACCMA promotes the direct purchase of goods from qualified SBEs by utilizing SBE vendors when such vendors are available and the price of the goods sought is reasonable, and, for professional services contracts, ACCMA seeks the utilization of qualified SBEs when such SBEs are available. All prime contractors are required to report on SBE usage during the term of each contract, using a form provided by ACCMA.

For purposes of ACCMA's SBE Policy, an SBE shall be a "small business" within the meaning of 13 CFR Part 121 and California Government Code Section 14837. In the event that the ACCMA's SBE Policy conflicts with any Federal, State or other funding source's programs, policies, regulations or requirements, ACCMA shall make the SBE Policy consistent with said funding source's programs, policies, regulations and requirements to the extent permissible by law. ACCMA's SBE Policy is neutral as to race, ethnicity, national origin, age, sex, religion, sexual orientation and other protected classes.

ACCMA has also adopted a Local Business Enterprise (LBE) Policy, pursuant to which the ACCMA encourages all prime contractors to utilize qualified LBE subcontractors on ACCMA projects, ACCMA promotes the direct purchase of goods from qualified LBEs by utilizing LBE vendors when such vendors are available and the price of the goods sought is reasonable, and, for professional services contracts, ACCMA seeks the utilization of qualified LBEs when such LBEs are available. All prime contractors are required to report on LBE usage during the term of each contract, using a form provided by ACCMA.

The project will be funded with Measure B funds from the Alameda County Transportation Improvement Authority (ACTIA). Contracts funded by ACTIA must adhere to their Local Business Enterprise/Small Local Business Enterprise (LBE/SLBE) Program. A copy of ACTIA's LBE/SLBE Program and current certification list is included in Attachment C. The contract goals for this project are 70% LBE and 30% SLBE as required by ACTIA. Responders to this RFP are encouraged to familiarize themselves with ACTIA's LBE/SLBE Program and can do so at ACTIA's website under "What is ACTA" at [www.actia2022.com](http://www.actia2022.com).

#### **H. Levine Act**

Selected consultants will be required to disclose on the record any contribution of more than \$250.00 which they have made to an ACCMA Board member within the twelve-month period preceding the submittal deadline of this RFP. This applies to your company, any member of your team, any agents for you or other team members and to the major shareholders of any closed corporation, which is part of your team. If you have made a contribution which needs to be disclosed you must provide written notice of the date, amount and receipt of the contribution(s) to ACCMA's Executive Director, Dennis Fay. This information will need to be provided before the ACCMA can approve any contract.

## **8.0 ATTACHMENTS**

The following documentation is attached:

**8.1 Attachment A – Sample Contract**

**8.2 Attachment B – I-680 / I-880 Cross Connector – Final Report**

**8.3 Attachment C – ACTIA LBE/SLBE Program and Current Certification List**

**8.4 Attachment D – List of Firms That Received This RFP**